

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Planner	DISTRICT/DIVISION/OFFICE Division of Transportation Planning/Office of Resource Management, Administration, and SPR (ORAS)	
WORKING TITLE SPR Part 1 Liaison	POSITION NUMBER 900-074-4768-XXX	EFFECTIVE DATE April 2010

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, SPR Part 1 Branch, the incumbent assists in the development and implementation of the State Planning and Research (SPR) Part 1 Planning Program.

TYPICAL DUTIES:

Percentage Job Description

35% (E) State Planning and Research, Part 1 – a Federal funding program designed to assist states in statewide planning activities of national or statewide significance.

- Assist in the implementation and management of the SPR Part I program on a daily basis.
- Assist in the review, development, and management of the SPR Part I annual work program. This includes monitoring planning efforts, prepare and process amendments as necessary to revise activity scope or cost changes. Ensure amendments meet SPR Part I federal eligibility and are consistent with state laws. Monitor work progress, delivery of activities and maintain fiscal control.
- Assist in the review and development of the year-end report. Analyze year-end report forms and compare actual activities with identified/established goals, progress in meeting established schedules, and status of expenditures consistent with the work program established goals/tasks. Use the analysis to identify problems or lack of performance and work with recipients to resolve them.

- 20%(E) Assist in the review and development of the transportation planning special studies program and contract close out report. Review special studies applications for eligibility, completeness, and make recommendations to management on planning efforts to be funded. Analyze historical performance of the recipient, the ability to complete the project, the budget, and the timeline. Compile the analysis into a recommendation list and provide to management for review and approval.
- 20%(E) Prepare emails or letters to communicate issues with recipients that need to be addressed. Work with recipients and districts to resolve project or activity funding problems. Assist in the development and maintenance of tables and financial reports to illustrate current and historical uses of SPR part 1 funds. Work with resource managers, budget and accounting personnel, planning managers, division chiefs, transportation planners, environmental planners, transportation engineers, and others to gather and analyze information relating to SPR part 1 work activities and funding.
- 20%(E) Serve as a liaison to Caltrans' districts and headquarters divisions. Responsibilities include meeting regularly to provide technical assistance, training, and monitor compliance with SPR part 1 federal regulations, state laws, and the Department's transportation planning needs, policies and goals. This also includes attending monthly and quarterly expenditure meetings. Work cooperatively with the Federal Highway Administration to ensure Departmental compliance with SPR part 1 federal regulations.
- 5% (M) Assist Branch Chief in all matters, including special assignments. Some of the assignments may include: analyzing proposed policies from other governmental agencies; participating as a departmental representative on transportation planning meetings; participating in policy development and implementation including bill analysis and other analytical work. Assist in the analysis of the SPR Part I policy and procedures to identify streamlining procedures or policy changes.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise, but may act as a lead over other planners, administrators, support staff and students.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of planning methods in addition to federal, State of California, Departmental policies, organizational programs, and practices. Must be able to carry out assignments expeditiously and do completed staff work before assignments are submitted for review. Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must collect, develop, categorize, maintain and summarize information. Strong organizational skills managing multiple projects and deadlines are essential. Must be familiar and understand the budget process, terminology, and be able to review, analyze, and interpret financial reports. Strong computer skills, particularly in Microsoft Excel and Word are required. Microsoft Access database, PowerPoint, and Publisher are recommended. Incumbent must be able to communicate clearly, diplomatically and effectively both orally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense of customer service.

Must have the ability to reason logically and creatively using various analytical techniques; be open to new and different ideas or opinions; present recommendations and alternatives to

management in oral and written form; evaluate existing processes and provide ideas to improve the program; identify problems and propose effective, efficient recommendations for resolutions. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution and make effective recommendations and proposals.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent consults with various managers, planners, and administrators throughout the Department's districts and divisions. The incumbent also consults with the Federal Highway Administration, regional, and local agencies, as well as private agencies/groups and the public. This contact will be on a daily, ongoing basis by telephone, mail, e-mail, and in person. Ongoing contact that establishes effective, two-way communication is vital to the success of this position.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

No special or unusual physical requirements are essential to successfully perform this job.

WORK ENVIRONMENT

The incumbent serves in an office environment with occasional day or night travel to meetings with both the public and private sector.

ACKNOWLEDGMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE _____ DATE _____

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____